



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 4630.26B
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OPNAV INSTRUCTION 4630.26B

From: Chief of Naval Operations

Subj: PROCEDURES FOR ARRANGING NAVY-SPONSORED SPECIAL
ASSIGNMENT AIRLIFT MISSIONS

Ref: (a) Defense Transportation Regulation 4500.9-R, Parts I-
III, November 2010
(b) JP 4-01
(c) OPNAVINST 4614.1G
(d) DoD Instruction 4500.43 of 18 May 2011
(e) OPNAVINST 4631.2E
(f) NAVSUP Pub 505
(g) NTTP 4-01.5
(h) DoD Directive 4500.54E of 28 December 2009

Encl: (1) Specific SAAM Guidance

1. Purpose. To provide policy and guidance for the submission of U.S. Navy-funded requirements for special assignment airlift missions (SAAM) arranged by the United States Transportation Command (USTRANSCOM) Mobility Control Center.

2. Cancellation. OPNAVINST 4630.26A.

3. Background

a. SAAM is a mission performing special assignment airlift and provides an exclusive service. It is defined in reference (a) as "all domestic requirements and those requiring special pick-up or delivery by Air Mobility Command (AMC) at points other than those within the established AMC route pattern, or requirements for movement within this pattern that require special consideration because of the number of passengers involved, the weight or size of the cargo or other special factors." SAAMs are prioritized through the Department of Defense (DoD) Transportation Movement Priority System; priority movement codes are in reference (b), appendix A.

b. This regulation supplements reference (a), by providing Navy specific policy for requesting SAAMs.

4. Responsibilities

a. Commander, Naval Supply Systems Command (NAVSUPSYSCOM), through NAVSUPSYSCOM Global Logistics Support (GLS) N48, Norfolk, Virginia, is the focal point for validating SAAM requests in support of Navy requirements to USTRANSCOM.

b. Commander, U.S. Fleet Forces (COMUSFLTFORCOM); Commander, U.S. Pacific Fleet (COMPACFLT); Commander, U.S. Naval Forces Europe (COMUSNAVEUR); Commander, U.S. Naval Forces Central Command (COMUSNAVCENT); Commander, U.S. Naval Forces Africa (COMUSNAVAF); and Commander, U.S. Naval Forces Southern Command (COMUSNAVSO) may also validate and approve SAAMs that are funded with their own funds. Requesting organizations should submit SAAM requests (via naval message) to: NAVSUP GLOBAL LOG SPT SAN DIEGO CA (NAVSUPSYSCOM Global Logistics Support, San Diego, CA). SAAM requests should be verified to ensure the appropriate transportation modes and funding sources are applied.

5. Policy

a. Authorization Criteria. An urgency of need, or the existence of special circumstances other than those for which channel airlift normally would be used, must be established before special assignment airlift will be authorized.

(1) Special assignment airlift of cargo within the continental United States (CONUS) is authorized only when commercial carriers cannot be used because of security, weight, size, time constraints, or other limitations.

(2) The movement of passengers by SAAM within CONUS is authorized only when commercial carriers are unable to perform the airlift within the desired period or due to other limitations.

(3) A SAAM is the highest cost means for moving cargo or passengers. Therefore, while exercising discretion, the SAAM mode of transport may be selected in response to mission sensitive fleet readiness and logistics circumstances. Examples, per reference (c), include casualty reports, high priority cargo with a "Required Delivery Date" of "999" and priority 01, 02, and 03 supply requisitions.

(4) Care must be taken to ensure the SAAM mode of transport is selected only upon determination that all other approved transport modes are incapable of satisfying the customer's urgent requirements.

(5) Alternate methods of moving cargo or passengers within CONUS or outside continental United States (OCONUS) include the use of airlift scheduled by the joint operational support airlift center, per reference (d); the use of Navy organic lift through the Navy Air Logistics Office, per reference (e); and the use of Navy unique fleet essential airlift assets assigned as theater airlift assets under the control of the Navy component commander or the opportune lift program.

b. Inappropriate Use of SAAMs. Use of a SAAM in place of planning movement via Joint Operation Planning and Execution System (JOPES) is not an appropriate use of DoD SAAMs and U.S. Navy funding.

(1) Navy missions supporting a material or passenger contingency movement (deployment or redeployment) into or out of the combatant commander's area of responsibility shall utilize JOPES, per reference (a), part III, chapter 303, to plan movement of forces and or material (e.g., crew rotation (sea swap), unit deployment, etc.).

(2) COMUSFLTFORCOM (as Navy's global force manager) or the appropriate combatant command's Navy component approves the request and forwards it to USTRANSCOM via the supported combatant commander. The appropriate Joint Chiefs of Staff (JCS) priority should be cited.

c. Guidance. The guidance provided herein is applicable to all activities that direct shipment or control Navy-funded cargo or passenger movement on AMC airlift, including AMC-contracted airlift.

(1) All normal and short-notice SAAM requests for cargo and passenger airlift should be submitted directly to NAVSUPSYSCOM GLS N48 by one of the following methods:

(a) Naval message plain language address designator:
NAVSUP GLOBAL LOG SPT SAN DIEGO CA.

(b) E-mail: NAVSUP_GLS_LOC@navy.mil and
NAVSUP_GLS_OPLIFT@navy.mil.

(c) Telephone: During duty hours, contact (757) 443-5104/5269/5133, Defense Switched Network (DSN) (312) 646-5104/5269/5133 or via secure voice at (757) 443-5251 (primary) or (757) 443-5253 (alternate). After duty hours, contact the duty cell (757) 288-2324.

(2) Fleet commanders may also request SAAMs directly from USTRANSCOM when those SAAMs are funded with their own funds. Fleets will send copies of echelon 2 validated and approved (echelon 2 funded) SAAM requests to USTRANSCOM, Operations and Plans (J3) with courtesy copy to NAVSUPSYSCOM GLS N48.

(a) SAAM requests should follow the format in reference (a).

(b) SAAM validators may request an account and use the common access card (CAC)-enabled USTRANSCOM SAAM request system portal at:
<https://campsweb.scott.af.mil/Portal/UnprotectedForms/login.aspx>.

(3) Fleet commanders and SAAM-funded echelon 2 commanders may issue internal supplemental instructions regarding cargo and passenger SAAM requests provided these theater-specific instructions comply with the basic requirements including understanding the prohibitions and requirements for shipping any authorized hazardous materials per reference (f) and requirements to train users per reference (g). Fleet commanders should provide a copy of internal supplemental instructions to NAVSUPSYSCOM GLS N48.

d. Contingency SAAMs and Emergency SAAMs. For contingency related and emergency SAAMs, fleets or echelon 2 command headquarters shall maintain a log of contingency and emergency SAAMs requested by subordinate units, including estimated costs, to facilitate reconciliation of AMC bills.

e. SAAM Funding. The requester must provide complete accounting data. Normally, a request will include an appropriation for passenger travel and or a transportation account code (TAC) for cargo movement.

f. SAAM Request Deadlines

(1) Normal. SAAM requirements should be submitted as far in advance of the operating date as possible, but not later than 11 calendar days before the desired movement date.

(a) Early submission is necessary for USTRANSCOM to effectively and efficiently schedule SAAM requests.

(b) All SAAM requests received by USTRANSCOM at least 30 days prior to the requirement date, which incur no significant subsequent changes, are eligible for a 10 percent price discount.

(2) Short Notice. Although SAAM requests will be accepted on short notice within 4 to 10 days of desired movement date, requirements should be submitted as soon as possible. Justification for airlift within 7 days of the desired movement date must be included in the remarks section of the request.

(3) Emergency. An emergency SAAM may be requested within 96 hours of the desired movement if it is directly in support of a mission critical or lifesaving mission.

(4) Rapid Reaction. A SAAM may be requested within 96 hours of operation if:

(a) It does not meet emergency SAAM criteria, but is necessary to support a JCS alert or execution requirement (contingency mission).

(b) Operational necessity justifies an extraordinary response.

Note: The remarks section of an emergency or a rapid reaction SAAM must identify the type of emergency or rapid reaction load involved. Procedures in references (a) and (g), apply.

g. Emergency and Rapid Reaction SAAMs. Fleet commanders may request emergency and rapid reaction SAAMs directly from USTRANSCOM for inter-theater and intra-theater requirements when the aircraft must be in position for on-load within 96 hours of the request.

(1) All emergency and rapid reaction SAAM requirements must be submitted in the format provided in reference (a), part I, appendix B, and part II, appendix Q or through the USTRANSCOM Web-enabled SAAM portal.

(2) Information (info) copies of emergency and rapid reaction SAAM requests should be forwarded to NAVSUPSYSCOM GLS N48.

h. Emergency SAAM Authorization. SAAMs submitted within 96 hours of execution require flag officer approval and or endorsement (remarks section must include the rank, name, contact number, and billet of approving official and impact statement if not supported).

(1) Emergency and rapid reaction SAAMs are the funding responsibility of the fleet commander that submits the request. Any emergency SAAM that is funded by a NAVSUPSYSCOM managed second destination TAC must be requested from NAVSUPSYSCOM GLS N48.

(2) FAX: (757) 443-5353 or DSN 646-5353; phone: (757) 443-5326 or DSN 646-5326 for approval and transmission to USTRANSCOM. Numbers to be assigned to emergency cargo or passenger SAAMs are provided below:

(a) Emergency and rapid reaction cargo SAAM numbers:

1. COMPACFLT - 2191 through 2195
2. COMUSFLTFORCOM - 2100 through 2105
3. COMUSNAVEUR - 2110 through 2114
4. COMUSNAVCENT - 2115 through 2125

5. COMUSNAVAF - 2126 through 2126
6. COMUSNAVSO -2131 through 2135

(b) Emergency and rapid reaction passenger SAAM numbers:

1. COMPACFLT - 2900 through 2904
2. COMUSFLTFORCOM - 2905 through 2909
3. COMUSNAVEUR - 2910 through 2914
4. COMUSNAVCENT - 2915 through 2920
5. COMUSNAVAF - 2921 through 2925
6. COMUSNAVSO - 2926 through 2930

(3) These numbers should be included in item (2) of the request format as specified in reference (a), part I, appendix B, and part II, appendix Q or on the request form contained on the CAC-enabled USTRANSCOM SAAM portal available to SAAM validators at:

<https://campsweb.scott.af.mil/Portal/UnprotectedForms/login.aspx>.

(a) In addition, these numbers should be used by fleets to maintain the logs of contingency and emergency SAAMs.

(b) Fleet commanders should provide USTRANSCOM and NAVSUPSYSCOM GLS N48 with the name, rank, organization, office and cell phone or home phone numbers of each individual authorized to request emergency SAAMs.

(c) This info will be updated semi-annually on 1 January and 1 July, or when changes in personnel occur.

i. Permanent Change of Station (PCS) SAAMs. A PCS SAAM may be used for the deployment of personnel, and their dependents, assigned to a ship or mobile unit that is changing homeport. There may also be occasions when SAAMs could effectively move large groups of PCS personnel and or cargo when AMC channel

airlift service will not satisfy requirements. Although this type of SAAM is infrequent, it can be an effective and efficient means of transferring personnel to a new homeport.

j. Special Purpose Standby SAAMs. Special purpose standby SAAMs may be established through NAVSUPSYSCOM GLS N48 to provide immediate airlift via prearranged SAAMs in life and death situations.

(1) Standby SAAMs may be arranged only for equipment and teams that are expected to move on a recurring basis (e.g., deep submergence rescue vehicle, submarine rescue chamber, nuclear disaster team, surgical team, etc.).

(2) The initial information required to establish a standby SAAM is the same as for routine SAAMs except for destination, en route stops, contacts and in some cases, the TAC, all of which should be provided to NAVSUPSYSCOM GLS N48 when the deployment of the SAAM is requested.

(3) After the standby SAAM has been authorized by NAVSUPSYSCOM GLS N48 and approved by USTRANSCOM, NAVSUPSYSCOM GLS N48 will assign a SAAM number that will be used on a recurring basis.

(4) The originating command should advise NAVSUPSYSCOM GLS N48 when deployment of the SAAM is required. The requester should send information updates including contacts and requirements to NAVSUPSYSCOM GLS N48.

k. SAAM Utilization. SAAMs are purchased based on the flying rate for the airframe requested. Every effort should be made to fully utilize the aircraft for the entire mission. The user is permitted three directed stops (i.e., on-load, en route, and destination) for each SAAM. Additional charges accrue when there are more than three user-directed stops or when the stand-down time exceeds that stated in the tariff.

l. Cost Computation of SAAMs. The USTRANSCOM Strategic Mobility System has a shipping cost calculator which may be used to estimate the cost of a SAAM, including positioning and de-positioning legs. The basic AMC tariff for computing the cost of SAAMs can be found at:
<http://www.transcom.mil/rates/fy13Rates/>.

m. Authorization of SAAMs. Each SAAM must be authorized by competent authority as being essential to meet an urgent need or special circumstance.

(1) SAAMs requested within 7 days of the desired movement date must be approved by competent authority in grade O-6 or higher, civilian equivalent or designated representative; request must include name and rank. Each SAAM must comply with the foreign clearance requirement prescribed for all AMC aircraft. Reference (h) is applicable.

(2) SAAMs submitted within 96 hours of execution require flag officer approval and endorsement; name and rank of flag officer should be included in the remarks data set of the request.

6. Action

a. Activities requesting SAAMs should ensure compliance with provisions of this instruction.

b. Requests for SAAMs shall be submitted in the format prescribed in reference (a), part I, appendix B, and part II, appendix Q or through the CAC-enabled USTRANSCOM SAAM portal.

(1) The requesting activity should assign a SAAM priority per the provisions in reference (a), part I, appendix A.

(2) Enclosure (1) provides additional guidance to be followed when requesting SAAMs.

c. Upon receipt of a SAAM request, NAVSUPSYSCOM GLS N48 or the fleet SAAM validator (echelon 2 funded SAAMs) will review the request for validity, appropriate priority, compliance with directives and the possibility of consolidating the mission with another SAAM or using a less costly option.

d. NAVSUPSYSCOM GLS N48 or the fleet or command SAAM validator (echelon 2 funded SAAMs) should assign a SAAM number to each request. Generally, the same number is used for one specific airlift for 1 month to avoid possible duplication.

e. When the SAAM has been approved, NAVSUPSYSCOM GLS N48 or the fleet SAAM validator (echelon 2 funded SAAMs) should validate the SAAM requirement and assign the appropriate SAAM number. When an emergency SAAM is necessary, the requester's fleet commander should assign the appropriate SAAM number and information to NAVSUPSYSCOM GLS N48.

f. Upon completion of the SAAM, AMC should submit a bill to the requester's comptroller for payment.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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SPECIFIC SAAM GUIDANCE

1. Requests. SAAM requests should be submitted in the specified format per reference (a), part I, appendix B, and part II, appendix Q or on the request form contained on the CAC-enabled USTRANSCOM SAAM portal to the appropriate Navy validator designated in the basic instruction.

a. If NAVSUPSYSCOM GLS is the validator, NAVSUPSYSCOM GLS N48 shall validate each request for a SAAM with the command responsible for funding the movement and shall validate the TAC with the TAC help desk and verify with TAC point of contact for authorization to cite the TAC. This is particularly important for Marine Corps SAAMs chargeable to Navy funds.

b. Emergency SAAM requests may be levied prior to validation of funding; however, funding should be validated prior to operating the mission if time permits.

c. NAVSUPSYSCOM GLS N48 may be reached by telephone during duty hours at (757) 443-5104/5269/5133, DSN (312) 646-5104/5269/5133, or via secure voice at (757) 443-5251 (primary) or (757) 443-5253 (alternate). After duty hours, contact the duty cellphone at (757) 288-2324.

2. Timeliness. A SAAM request should be submitted to NAVSUPSYSCOM GLS N48 or the appropriate U.S. Naval Service component commander as early as possible, preferably within 45 to 60 days of the mission. This enables USTRANSCOM to schedule adequate airlift compatible with mission requirements, and qualifies the request for a 10 percent price discount. A SAAM request with a performance (pick-up) time of 96 hours or less from the time of request is considered an emergency or rapid reaction SAAM request. SAAM requests submitted within 96 hours of execution require flag authorization and endorsement; name and rank of flag officer must be included in the remarks section of the request.

a. Emergency SAAM. A SAAM requested within 96 hours of operations that supports bona fide mission critical requirements or lifesaving missions.

b. Rapid Reaction SAAM. A SAAM requested within 96 hours of operation that does not meet emergency SAAM criteria, but is

necessary to support a JCS alert, an execution requirement, or an operational necessity requiring extraordinary response.

c. Short-notice SAAM. A SAAM requested 4 to 10 days before the required day of operation. Justification for short notice requirements must be included in the remarks section of the SAAM request.

3. OCONUS Intra-theater SAAMs. Requests for intra-theater cargo routings via military air transportation should be directed to the appropriate airlift clearance authority (ACA) as listed in reference (a), part II, appendix R. When, in the judgment of the ACA, a SAAM is the only acceptable means of satisfying the requirement, the requesting command will be advised to submit a request to NAVSUPSYSCOM GLS N48 per the provisions of this instruction. To monitor the movement and provide any coordination and assistance that may be required, the appropriate ACA will be provided with an info copy of the SAAM request and any subsequent correspondence until the mission is completed.

4. Communication. If the SAAM is classified, the request may be communicated only by classified message; in which case, the message must be addressed to NAVSUPSYSCOM GLS N48 for action and to USTRANSCOM as info copy. NAVSUPSYSCOM GLS N48 should then assign a SAAM number and indicate approval of the request to USTRANSCOM by telephone reference to the requester's message. NAVSUPSYSCOM GLS N48 or fleet approval authorities may request unclassified SAAMs from USTRANSCOM by telephone and then confirm by message. For classified SAAM requests, mark the classification of each paragraph and subparagraph separately. When classified material is moved on an unclassified SAAM, the SAAM request should indicate the classification of the cargo and provide a general description of the cargo (e.g., delicate instruments, ships parts, electronic equipment) without specifically identifying the material.

5. Movement of Passenger-Prohibited Material. The "P-codes," as outlined in reference (f), tables A4.1 and A4.2, are passenger prohibition codes associated with airlift of certain hazardous materials.

a. The codes identify items that are extremely dangerous and are restricted from air movement with passengers on board,

unless a waiver is obtained from USTRANSCOM. Without a waiver, passenger-prohibited material must be transported on cargo-only aircraft; passengers are not permitted.

b. To preclude delay in processing SAAMs for movement of passenger-prohibited material when the mission requires simultaneous passenger movement, SAAM requests must contain a statement of operational necessity per reference (f), chapter 2.

c. Additionally, requests for special assignment airlift of passengers with passenger-prohibited cargo on board must contain the statement, "Request airlift of passenger-prohibited materials on passenger carrying aircraft. All packaging requirements and handling precautions have been met." If the waiver is approved, all copies of the passenger manifest must be annotated per reference (f), attachment 22, paragraph A22.1.4.

6. Marking and Documentation. All marking and documentation required in references (a) and (f) must be followed.

7. User Responsibility for Loading or Off-loading. It is the SAAM user's responsibility to arrange, fund and provide material handling equipment (MHE) and personnel to load or off-load the SAAM if the SAAM originates or terminates at an airfield that does not have this capability (unless the user has received confirmation from USTRANSCOM or AMC that AMC will provide this support).

a. If the user cannot arrange for the personnel and MHE to accomplish the loading and or off-loading function, NAVSUPSYSCOM GLS N48 or the fleet approval authority should be so advised in the initial SAAM request.

b. NAVSUPSYSCOM GLS N48 or the fleet approval authority will then levy a requirement on USTRANSCOM to provide the necessary MHE and or personnel to load or off-load the SAAM. When USTRANSCOM is required to position or deposition cargo handling teams or MHE to meet customer requirements, the customer will be billed for these expenses. The amount billed to the customer will be predicated on the additional cost incurred by AMC to perform this service.

8. User Responsibility for Preparation of Supplies and Equipment. Per reference (g), it is the SAAM user's

responsibility to ensure personnel are properly trained. Users must also fund, procure, and maintain adequate quantities of serviceable mount-out boxes, containers, pallets, 5 thousand tie-down straps, dunnage, shoring, banding material, chains, and devices, ensuring proper tactical markings are maintained to facilitate unit deployments and redeployments.

9. User Responsibility for Providing Documentation. It is the SAAM user's responsibility to prepare and provide documentation (transportation control and movement document, aircraft load plans, internal air transport certification, and hazardous diplomatic clearance spreadsheet, etc.) to designated commands or agencies as required or requested.

10. Foreign Clearance. Reference (h) is the document used by AMC to determine the information required and procedures used to obtain permission from a foreign nation to enter or overfly its territory, as well as additional clearance requirements established by international and U.S. Government agencies for coordination and control of international travel. It sets forth policies and procedures governing official travel or transit into or through the territory of a foreign country for aircraft, aircrews, cargo and personnel. Up to 15 days are required to obtain routine over flight or entry clearance into some countries.

11. SAAM User Contacts. The SAAM user must provide NAVSUPSYSCOM GLS N48 or the fleet approval authority with the name and telephone number of the user contacts at on-load, off-load, after hours and overall points and at en route points where user-directed landings are made.

a. NAVSUPSYSCOM GLS N48 or the fleet approval authority must provide this information to USTRANSCOM before the SAAM operates.

b. The individual specified as a contact must be knowledgeable about the mission and have authority to discuss all aspects with AMC officials, as well as with representatives of NAVSUPSYSCOM GLS N48 or the fleet approval authority.

c. Each contact should also have complete information about the on-load, off-load and all other requirements to avoid delaying the aircraft.